



The Able Trust is seeking proposals for **training design & delivery services**.

I. REQUEST FOR PROPOSAL (RFP)

The primary objective is to partner with a firm to provide development and delivery of professional development training services for business and disability service provider partners of The Able Trust. This RFP will provide for services for a period of up to twelve (12) months with the possibility of an extension.

1. Purpose

The Able Trust is interested in advancing the employment for Floridians with disabilities through retaining the development and delivery of training to business and disability service provider partners. The Able Trust wishes to engage a firm or person to develop and facilitate a training on developing a relationship and accompanying processes between the two sectors leading to the employment and retention of persons with disability. This project will focus on supporting Florida communities where interest has been generated among the business community for inclusive employment.

2. Scope of Work

The selected firm or individual will be expected to design and deliver the training as a pilot for facilitating successful relationships between businesses and disability service employment providers in summer 2022. The pilot training will be held in either the Jacksonville or Miami-Dade areas. The list below includes a sample of the required services.

- Subject matter expertise: consultants are expected to research and demonstrate knowledge of the most effective methods for facilitating an effective “working relationship” between business and disability service providers.
- Use of current instructional design methods.
- Training project management.
- Inclusion of a variety of learning modalities and supports.
- Incorporation of key stakeholders/resources into training program including Vocational Rehabilitation, CareerSource Florida, SHRM, etc.
- Familiarity with vocational system and how to integrate it with the hiring needs of employers/business community.
- Facilitation of successful relationships between businesses and disability service providers.
- Evaluation of pilot implementation and recommendations for adjustments.
- Periodic status meetings with leadership of The Able Trust.

II. PERIOD OF AGREEMENT

The term of the agreement will be for a period of up to twelve (12) months with the possibility of an extension. Extension of the agreement will be based on satisfactory performance as determined by The Able Trust. This agreement is expected to commence by April 15, 2022 and end March 15, 2023, unless an extension(s) is approved by The Able Trust.

III. CONTRACT TERMS

The Able Trust will negotiate contract terms upon selection including terms, scope, budget and other necessary items. All training content, materials, resources, and supports produced from this project are the property of The Able Trust.

IV. EVALUATION OF CRITERIA

The Able Trust will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The Able Trust may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Additional information may be requested from firms at any time prior to final approval of a selected firm. The Able Trust reserves the right to select one, more, or none of the firms to provide services. Please note that The Able Trust is not required to accept the lowest bidder.

Proposal materials relating to this RFP must be received by The Able Trust on or before April 11, 2022, 4:00 PM. Proposals submitted after the due date will not be considered. Information provided will not be returned, do not send original or one-of-a-kind materials. Questions regarding the contents of this RFP can be submitted via email to Allison@AbleTrust.org.

SUBMIT PROPOSALS TO:

The Able Trust
Attn: Allison Chase, President & CEO
3320 Thomasville Road
Suite 200
Tallahassee, FL 32308
allison@abletrust.org